

ANNUAL PERSONNEL PLAN (APP)

Meaning and Purpose of APP

APP is a two-part personnel planning document, to be prepared the first time for Fiscal Year 1974.

Part I is a summary of planned activity levels during the Fiscal Year, to be developed by the Career Services. More specifically, it reflects the desired combinations of new employees, reassignments and promotions that the Career Services plan to obtain within the limits of expected separations and applicable average grade and ceiling considerations. Part I consists of a one-page overall plan (Table 1) and three Tables in support of the basic plan (Tables 2-4), pertaining to key aspects of personnel utilization, promotions and training.

The information to be provided in Part I mainly consists of numerical indicators of planned personnel activities in FY 1974, together with comparative data for FY 1973. It also requires responses to a limited number of questions relating to the reasons for planned program levels in Part I. To assist Career Services in the initial preparation of APP, background source data covering sections of Part I will be provided (listing of applicable machine runs attached). After FY 1974, a computerized data base, in a format directly geared to the base year segment of Part I, will be made available.

Part II of APP contains a series of one-page statistical reports on personnel issues of managerial concern to Career Service Heads, Deputy Directors and top management. These summary reports relate to activities that do not readily lend themselves to planned levels of action. Past performance in the areas covered by these reports can be discussed, however, at the same time that Part I of APP is considered by the chain of command. Most of the reports in Part II will be centrally prepared and submitted semi-annually to Career Service Heads for their evaluation and for any actions that they believe are appropriate. In combination, Parts I and II provide the basis for an integrated approach to the planning and review of personnel management.

Both the planning and reporting Parts of APP are designed to facilitate systematic personnel goal-setting, decision-making and performance reviews at the career and senior levels of management. Conceptually, APP is a personnel budget, just as the Program Call and the Agency's regular budget are program and financial planning documents. APP complements the Program Call, and its objectives are similar, e.g., allocation of scarce resources according to relative priorities; adapting

specific personnel programs to established management objectives; and monitoring progress against previously approved plans and recognized performance standards.

Management Participation in APP

The Head of each Career Service will personally direct the completion of Part I and decide upon the specific activity levels and program emphases projected in this Part. He will also analyze the reports referred to in Part II and determine any corrective actions to be taken.

The Head of each Career Service will establish an internal review system for monitoring progress made in implementing Part I of APP during FY 1974. Semi-annually, he will orally discuss with his Deputy Director the progress made in administering APP.

The Head of the Clandestine Service and the Head of the Research Services may wish to direct Operating Officials under their jurisdiction to take certain actions necessary to implement APP within their components and to report at least semi-annually on results obtained.

Each Deputy Director will approve the FY 1974 APP of the Career Services in his Directorate and he will review developments at mid-point of the Fiscal Year with each of them. He will meet with the Executive Director-Comptroller after the end of FY 1974 to review the actions taken pursuant to approved Annual Personnel Plans within the Directorate.

Upon request, the Director of Personnel will provide staff assistance, such as information and formats, to the Executive Director-Comptroller, Deputy Directors and Career Service Heads.